

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

### **SENIOR PARKING ENFORCEMENT SUPERVISOR**

#### **DEFINITION:**

Under direction, to supervise the work of subordinate Parking Enforcement Supervisors engaged in supervising the patrol of assigned geographic areas; to investigate and resolve complaints; and to perform related work.

#### **\* EXAMPLES OF DUTIES:**

- Prepares work schedules to ensure adequate coverage for routine and emergency situations;
- Selects, assigns, and rates the work performance of Parking Enforcement Supervisors;
- Investigates citizen complaints and recommends appropriate action;
- Prepares written responses to route slips;
- Reviews citation dismissal recommendations for appropriateness;
- Trains subordinate supervisors on the more complex parking enforcement codes and public contact issues;
- Reviews and makes recommendations on vehicle impound procedures and reports;
- Checks citations written by Parking Enforcement Officers;
- Answers questions and gives information to the public and community groups;
- Inspects uniforms and scooters;
- Prepares daily reports;
- Completes special projects and studies as assigned;
- May testify in court.

#### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Three years of experience as a City of San Diego Parking Enforcement Officer I or II; **OR** two years of experience as a City of San Diego Parking Enforcement Officer I or II; **AND** one year general supervisory experience which must include responsibility for assigning, reviewing, and evaluating employee work performance, **OR** two years public contact experience which must include sensitive, adverse, or confrontational contact with the public as a primary job function. Possession of a valid California Class C Driver's License.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.